

## **STUDENT AID AWARENESS LEADERSHIP MEETING**

May 31, 2001–2:00-3:00

### **DESIRED OUTCOMES-**

- Discuss objectives and expectations
- Reach agreement on level of support
- Discuss status reporting tool and other program management tools and techniques
- Determine future meeting schedule

<b><u>WHAT</u></b>	<b><u>HOW</u></b>	<b><u>WHO</u></b>	<b><u>WHEN</u></b>
<b>WELCOME/INTRODUCTIONS-</b>	<ul style="list-style-type: none"><li>• Introductions</li><li>• Review agenda and desired outcomes</li></ul>	Heather	2:00-2:10
<b>DISCUSS OBJECTIVES AND EXPECTATIONS</b>	<ul style="list-style-type: none"><li>• Discuss objectives</li><li>• Determine group and individual weekly meeting schedule</li><li>• Discuss expectations of working relationship with Accenture</li><li>• Discuss expectations of the team and individuals</li><li>• Discuss operating agreement</li></ul>	Group	2:10-2:25
<b>ROLES &amp; RESPONSIBILITIES</b>	<ul style="list-style-type: none"><li>• Review work to be performed</li><li>• Discuss the roles and responsibilities of the group</li></ul>	Group	2:25-2:35
<b>DISCUSS STATUS REPORTING TOOL AND OTHER PROGRAM MANAGEMENT TOOLS AND TECHNIQUES</b>	<ul style="list-style-type: none"><li>• Discuss status reporting tool</li><li>• What is program/project management?</li><li>• What does program management include?</li><li>• What does program management mean to SAA?</li><li>• How do other SFA organizations utilize project management tools?</li><li>• What program management tools, techniques and processes are needed?</li></ul>	Group	2:35-2:50
<b>CLOSE-</b>	<ul style="list-style-type: none"><li>• Agree upon next steps</li><li>• Plus/Delta exercise</li></ul>	Heather	2:50-3:00